



# St. Mary's Catholic Primary School, Isleworth Governing Body Meeting

At a meeting held at the School on  
Wednesday 25 September 2019 at 6.00 pm

**Present:** Dr J Park (Chair)  
Miss E Dawson, Ms C Giglio, Mr S Hogg, Mrs M Hooper,  
Mr F Marsh (Headteacher), Mrs A Mason, Mrs C Raffet

**In Attendance:** Miss M Martin (Associate Member from item 4)  
Ms M O'Donoghue (Associate Member from item 4)  
Mr S Cobbold (Deputy Headteacher, Observer)

**Clerk:** Mrs I Bowles

**1. Opening Prayer**

The Headteacher opened the meeting in prayer.

**2. Apologies**

There were no apologies for absence; Fr N Labo Ratu was absent, but had not sent apologies.

**3. Declaration of Personal Interests**

There were no declarations of personal interest.

**4. Membership**

**a) Changes in Membership**

The Chair welcomed the two new Parent Governors (Simon Hogg and Clare Raffet) and Staff Governor (Emma Dawson) to their first meeting.

Governors were also informed that the re-appointment of Foundation Governors Mary Martin and Mo O'Donoghue had not yet been completed by the Diocese. Their terms of office had ended on 31 August 2019. The Chair proposed that Miss Martin and Ms O'Donoghue be appointed as Associate Members until such time as their Foundation Governor re-appointments were confirmed. Governors **agreed** that their appointments as Associate Members.

The Chair reminded Governors that Jacqui Corley had been a Governor for many years at the school, most of which was as Chair. During her time as Chair, Mrs Corley had steered the Governing Body through the successful expansion of the school. Mrs Corley had been an Associate Member for the past year, and had given notice of her resignation at the end of the Summer

Term 2019. Governors recorded their thanks to Mrs Corley for her long service and commitment to the school community; she would be greatly missed.

**b) Governor Vacancies**

There were currently three vacancies for Foundation Governors. Applications were being processed by the Diocese for Miss Martin and Ms O'Donoghue, leaving one vacancy. There had been an expression of interest from a parent, but Governors noted the limits imposed by the Diocese on the number of Foundation Governors who were parents of children on roll.

**5. Election of Chair and Vice Chair**

**a) Agreement of the process**

Governors confirmed that nominations would be taken for the posts of Chair and Vice Chair, all nominees would leave the room whilst a secret ballot was taken. The posts would be for a period of one year, until the first meeting of the Autumn Term 2020.

**b) Election of Chair**

The Clerk called for nominations for Chair. Dr Park was nominated and unanimously elected unopposed.

**c) Election of Vice Chair**

The Chair called for nominations for Vice Chair. Mrs Mason was nominated and unanimously elected unopposed.

All Governors introduced themselves, for the benefit of new Governors.

**6. Committees, Panels and Named Governors**

**a) Confirmation of Committee Structure**

Governors reviewed their Committee Structure, and **agreed** to continue with their existing Committees of Finance, Premises and Health & Safety, Personnel & Pay, Achievements & Standards, and Admissions.

Governors were reminded that, in addition to named Committee members, any Governor may attend and vote at any Committee (except Admissions).

**b) Confirmation of membership of Committees and Panels**

Membership of Committees would be adjusted later in the term in respect of new Governors, but the current membership is attached as an Appendix at the end of these minutes.

Chairs of Committees would be appointed at the first meeting of each Committee. The Chair advised that the Admissions Committee had already met, and that he had asked Mrs Giglio to chair that Committee, which had been confirmed by the Committee.

**c) Re-appointment of Clerk to Committees and Panels**

Governors **agreed** the re-appointment of Mrs Bowles as Clerk to all Committees and Panels.

**d) Confirmation of Named Governors**

Named Governors were confirmed, and are included in the Appendix at the end of these minutes. Ms O'Donoghue was appointed as Deputy Governor for Looked After Children.

**7. Any Other Urgent Business**

There were no items of urgent business.

**8. Confidential Business**

There were no items of confidential business.

**9. Dates of future meetings in the Autumn Term 2019**

28 October 2019 – Achievements and Standards Committee

28 October 2019 – Premises Committee

4 November 2019 – Finance Committee

4 November 2019 – Personnel and Pay Committee

20 November 2019 - Full Governing Body

**10. Whole Governing Body Training Session - Ensuring an effective Governing Body Team – led by Andrew Dodge**

Governors had a very productive interactive session, led by Andrew Dodge.

**11. Closing Prayer**

The meeting was closed in prayer at 8.00pm by the Chair.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX

### COMMITTEE MEMBERSHIP 2019-2020 (v2, 23 September 2019)

<b>FINANCE</b> Ms Mary Hooper Miss Mary Martin Mrs Ania Mason (C) Dr Jim Park Headteacher	<b>PREMISES AND H&amp;S</b> Ms Mary Hooper (VC) Miss Mary Martin (C) Dr Jim Park Headteacher	<b>PERSONNEL &amp; PAY</b> Ms Mary Hooper (C) Dr Jim Park Mrs Catalina Giglio Headteacher
<b>ACHIEVEMENTS AND STANDARDS</b> Mrs Catalina Giglio Miss Mary Martin Mrs Ania Mason (C) Dr Jim Park Headteacher	<b>ADMISSIONS</b> Mrs Catalina Giglio Miss Mary Martin (C) Mrs Ania Mason Dr Jim Park Headteacher	<b>HEADTEACHER PERFORMANCE PANEL</b> Dr Jim Park Ms Mary Hooper
<b>Appeals/Complaints/Discipline Panels</b>		<b>Maintenance Governor</b>
Dr Jim Park, supplemented by Mrs Catalina Giglio, Ms Mary Hooper, Miss Mary Martin or Mrs Ania Mason		

NB Ms Mo O'Donoghue will attend committees as she is able

#### OTHER GOVERNOR RESPONSIBILITIES

<b>Mrs Catalina Giglio</b> Y1 Governor	<b>Mr Simon Hogg</b> Y2 Governor	<b>Ms Mary Hooper</b> Y6 Governor Looked after children
<b>Miss Mary Martin</b> Y4 Governor SEND	<b>Mrs Ania Mason</b> Y5 Governor ML Emotional Awareness Deputy Child Protection	<b>Ms Mo O'Donoghue</b> ML Spirituality Deputy for Looked After Children
<b>Dr Jim Park</b> Y3 Governor Child Protection ML Enquiry	<b>Mrs Claire Raffert</b> Nursery+R Governor	